# HOW TO MANAGE ASSETS USING FOOTPRINTS CMDB

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ABOUT ASSET MANAGEMENT

SUMMARY
University assets of $1,000 or higher are recorded and tracked by the university Property office using an Oracle property management system (tagged items). Individual campus units track property items that cost less than $1,000 separately (untagged items). Many campus units also track additional property attributes. Reconciling asset location and disposition requires considerable effort by Property, administrative, and IT staff.

GOALS
The goals of using the Footprints CMDB to help track property assets are:

- Track all university assets in a single repository
- Categorize critical service IT assets to define dependencies
- Prepare reports of assets not at the location the Property database indicates
- Track asset status to ensure equipment is properly surveyed and disposed
- Track equipment assigned to individuals by creating relationships between CI items and individuals in the address book
- Maintain location, disposition and assignment of assets at all times
- Enter new assets as they are ordered/delivered
- Minimize data entry

SOLUTION
Footprints provides the framework for a Configuration Management Database (CMDB). This tool allows the campus ticketing community to define a set of equipment types (Configuration Items or CIs) that can be connected through a series of defined relationships which subsequently provide visual representation of critical service dependencies.

Each individual CI contains a data set that can be used by campus areas to track assets. Data items include attributes such as model, location, assignee, etc. Additionally, the data from Property’s database will be uploaded into the CMDB periodically. It will then be possible to prepare a large number of reports indicating item locations, item service status, variance in Property and campus data, etc.

CMDB ACCESS AND GUIDELINES
All members of the campus community can see items in the CMDB. Only those granted CMDB Agent status can make additions and changes to the CIs. To request CMDB Agent status, submit a ticket with the following categorization: Servers > Ticketing > CMDB.

Before access is granted, the Ticketing team will verify authorization (based on how the user’s campus area/department is granting access), provide basic training, and confirm that the soon-to-be agent agrees to the guidelines for using the CMDB tool. These guidelines include, but are not limited to: not editing data outside of their area (except correcting area information), and correctly entering items so that they can be correlated with Property’s data.
LOCATE AN ASSET USING QUICK SEARCH

Quick search locates assets using their property tag number, CI number and/or current description.

1. Login to Footprints
2. Click on the CMDB link (a new window will launch)

3. Type the tag number or serial number in the CMDB Search box and click Search
4. Select the asset from the results list and double-click or select Details for more information

5. The details page will open in a new window

   a. Select Edit to make any changes
   b. Select the Contact Links tab to see who it is assigned to
   c. Select the History tab to review any changes
   d. Select the Issue Links tab to see any related tickets
USING ADVANCED SEARCH

Advanced search locates assets using any asset attribute including assignee, serial number, and notes.

1. Login to FootPrints
2. Click on the CMDB link (a new window will launch)
3. From the CMDB Home screen click Advanced under the search bar
4. Locate the data you want to include in your report. (If you need to get back to this page click Home):
   a. On the CI Types tab, select the CI Type(s) you wish to include in your report – Use Saved Searches Physical Assets if you want to include all Property assets

   ![CI Types Tab](image)

   b. On the Attributes tab, select parameters to limit your search

   ![Attributes Tab](image)

   c. On the Columns Displayed tab, select which columns to include in your report

   ![Columns Displayed Tab](image)

   d. Optional: on the Save tab, enter a name for your search and click Save. The search will be saved even though there is no indication that anything has happened. The saved search will be available to all agents

   e. Select the Results tab to run the search. It may take a moment for data to appear

   f. If you would like to download the results as a spreadsheet, click the CSV button

Note: When modifying a previously saved search the CSV results may not match the results shown on screen. To remedy this problem, save the modified search before clicking CSV.
ADD AN ASSET

1. Login to FootPrints
2. Select the CMDB link (a new window will launch)
3. Verify that you will not be adding a duplicate item by searching for the tag and/or serial number using the advanced search. If found, update the item instead of adding (see below).
4. Click New CI
5. Select the appropriate CI Type and click Next
6. Enter description, area, serial number, tag number and other attributes
   - All entries must have a unique serial number OR tag number
   - Description and Area are required
   - Partial information is acceptable
   - For items that have a Tag Number, enter the Tag Number in the Property Data section so that duplicate items are not created when Property data is loaded
7. Click Save

UPDATE AN ASSET

1. Login to Footprints
2. Select the CMDB link (a new window will launch)
3. Search for the asset (see above)
4. Double-click the asset in the results window to open the asset details window
5. Click Edit
6. Update the asset information as needed
7. Click Save

DELETE AN ASSET

1. Login to FootPrints
2. Click on the CMDB link (a new window will launch)
3. Search for the asset (see ‘Locate an asset’ or ‘Create an asset report’ sections above)
4. Double-click the asset in the results window to open the asset details window
5. Change the CI Status to To Be Deleted
6. Click Save
**LINK AN ASSET TO AN INDIVIDUAL**

1. Login to FootPrints
2. Click on the CMDB link (a new windows will launch)
3. Search for the asset (see ‘Locate an asset’ or ‘Create an asset report’ sections above)
4. Double-click the asset in the results window to open the asset details window
5. Select the Contact Links tab

![Image of Contact Links tab]

6. Click Add Link
7. Search for the individual in the FootPrints address book
8. Select the individual’s ID number to be added as a Contact

Note: An asset can be linked to multiple individuals

**LINK AN ASSET TO A TICKET**

**VIA CUSTOMER**

This option currently works inconsistently. We are working with BMC to resolve the issue and will update these instructions when the issue is fixed.

**VIA KEYWORD**

1. Login to FootPrints
2. Open the desired ticket or create a new ticket
3. Expand/select the CI Links tab/area (you may need to click on the + to expand the section)
4. Click Add Link

![Image of Add Link]

5. Select From Keyword Search
6. Enter a keyword, ID number, etc. and click Search
7. Select the desired item(s) in the results list
8. Click Return Selections
9. Click Yes when prompted with ‘Link this issue to Selected CI(s)?

**UPDATE ASSET DATA FROM A SPREADSHEET**

1. From the CMDB, run the Physical Assets search
2. Select your Area as an attribute to limit the search to
3. Save the search
4. Click CSV on the Results tab to download the results to your computer
5. Do NOT edit any of the column names or formats
6. Update the user defined fields – see list of CI attribute fields for more information
7. Add any new records to the bottom of the spreadsheet
8. Save the updated spreadsheet
9. Create a ticket with the following categorization Servers > Ticketing > CMDB and attach the updated file
10. The Ticketing team will review your updates and will let you know if any changes are required before updating the CMDB

HOW TO UPDATE PROPERTY DATA

The university Property office provides forms for tracking campus assets. Most should be completed and returned to the Property office so that the official records can be updated. *Please be aware that these forms need to be submitted in addition to updating the CMDB record.*

ASSIGN RESPONSIBILITY FOR EQUIPMENT

Campus employees who will be taking university-owned equipment off site need to complete an Equipment User Authorization form. This form should be retained by the employee’s department office.

[http://fiscaff.sfsu.edu/services/onlineform/forms/pdf/equipment_use_authorization.pdf](http://fiscaff.sfsu.edu/services/onlineform/forms/pdf/equipment_use_authorization.pdf)

TRANSFER PROPERTY TO ANOTHER DEPARTMENT/AGENCY

Property can be transferred between campus departments. The itannounce listserv can be used to notify campus departments when usable items are available. Only items that will not create a security issue may be posted to itannounce (e.g., listed computer hardware must be able to run a supported operating system).

When property is transferred from one department to another, a Property Transfer Form must be completed and sent to the Property office.

[http://fiscaff.sfsu.edu/services/onlineform/forms/pdf/equipment_relocation.pdf](http://fiscaff.sfsu.edu/services/onlineform/forms/pdf/equipment_relocation.pdf)

DISPOSE OF IT EQUIPMENT AND PROPERTY

When property is beyond its useful life, it should be appropriately disposed of. A Property Survey Request Form must be completed and sent to the Property office so that the item can be removed from the database.


REPORT LOST OR STOLEN PROPERTY

To report lost or stolen property, an Equipment Loss Report must be completed and sent to the Property office.

[http://fiscaff.sfsu.edu/services/onlineform/forms/pdf/equipment_lost_report.pdf](http://fiscaff.sfsu.edu/services/onlineform/forms/pdf/equipment_lost_report.pdf)
# APPENDIX

## LIST OF CONFIGURATION ITEM (CI) TYPES

<table>
<thead>
<tr>
<th>CI Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV</td>
<td>Audio visual equipment</td>
</tr>
<tr>
<td>Copier</td>
<td>Copy machines and MFC</td>
</tr>
<tr>
<td>Display</td>
<td>Monitors</td>
</tr>
<tr>
<td>Equipment*</td>
<td>General, non-IT equipment</td>
</tr>
<tr>
<td>Fittings*</td>
<td>Furniture &amp; fixtures</td>
</tr>
<tr>
<td>Input</td>
<td>Mice, keyboards, Wacom tablets</td>
</tr>
<tr>
<td>Network</td>
<td>Switch, wireless access point</td>
</tr>
<tr>
<td>Other</td>
<td>Other IT equipment</td>
</tr>
<tr>
<td>PC</td>
<td>Desktops, laptops, tablets</td>
</tr>
<tr>
<td>Phone</td>
<td>Phones and conferencing units</td>
</tr>
<tr>
<td>Printer</td>
<td>Printers</td>
</tr>
<tr>
<td>Radio</td>
<td>Radio, walkie-talkie</td>
</tr>
<tr>
<td>Reader</td>
<td>Card readers</td>
</tr>
<tr>
<td>Scanner</td>
<td>Document scanners</td>
</tr>
<tr>
<td>Server</td>
<td>Server hardware</td>
</tr>
<tr>
<td>Software</td>
<td>Licensed software</td>
</tr>
<tr>
<td>Sound</td>
<td>Assisted listening devices (TDD), speakers,</td>
</tr>
<tr>
<td></td>
<td>headphones</td>
</tr>
<tr>
<td>Storage</td>
<td>SAN, RAID, hard drive, USB storage</td>
</tr>
<tr>
<td>Telecom</td>
<td>Polycom, VOIP equipment</td>
</tr>
<tr>
<td>Transport*</td>
<td>Cars, boats, carts</td>
</tr>
<tr>
<td>UPS</td>
<td>Uninterrupted power supply</td>
</tr>
</tbody>
</table>

*non IT CI Types

To request additional CI types, submit a service request with the following categorization: Servers > Ticketing > CMDB.
LIST OF MANUFACTURERS

- 3M
- Acer
- Allied Telesys
- APC
- Apple
- ASUS
- AT&T
- Blackboard
- Brocade
- Canon
- Cisco
- Colfax
- Da-lite
- Dell
- Digidesign
- Eaton
- Echo360
- Eiki
- Elmo
- Epson
- Extron
- Fujitsu
- Gateway
- GE
- Hitachi
- Hotronic
- HP/Compaq
- IBM/Lenovo
- Infocus
- Iridum
- JBL
- Juniper
- JVC
- Kodak
- Kramer
- Kyocera/Mita
- LaCie
- Lanier
- Leica
- Lexmark
- LG
- Mackie
- Micron
- Microsoft
- Microtek
- Minolta
- Mitsubishi
- Morpheus
- Motorola
- NEC
- Netgear
- Nikon
- Olympus
- Omnipro
- Panasonic
- Panorama
- Pioneer
- RCA
- Ricoh
- Sachtler
- Samsung
- Sanyo
- Sennheiser
- Sharp
- Shure
- Sony
- Sun
- Microsystems
- Tandberg
- Technics
- Toshiba
- Troxell
- Viewsonic
- Vinten
- Vizio
- VMWare
- Wacom
- Xerox
- Yamaha
- Zebr
- Zeiss

Manufacturer can be left blank if the manufacturer is not listed in the pull down.

To request additional manufacturers, submit a service request with the following categorization: Servers > Ticketing > CMDB.

LIST OF MODELS

- 3750
- iBook
- iMac
- iMac 17
- iMac 20
- iMac 21.5
- iMac 24
- iMac 27
- Latitude
- Latitude E6400
- Latitude E6401
- Latitude E6420
- Latitude E6430
- Latitude E6500
- Latitude E6510
- Latitude E6520
- Latitude E6530
- Mac Cube
- Mac Mini
- MacBook
- MacBook 13
- MacBook 15
- MacBook 17
- MacBook Air
- MacBook Pro
- MacBook Pro 13
- MacBook Pro 15
- MacBook Pro 17
- Optiplex
- Optiplex 9010
- Optiplex 960
- Optiplex 980
- Optiplex 990
- Optiplex GX620
- PowerBook
- Precision
- Satellite L300
- Tecra M9
- Vostro
Model can be left blank if the model is not listed in the pull down.

To request additional models, submit a service request with the following categorization: **Servers > Ticketing > CMDB.**

### LIST OF STATUSES

Two separate statuses are provided for items in the CMDB: CI Status (system) and Property Status. The property status is provided by the Property office and cannot be changed. The CI status has two additional statuses that can be selected that are not reflected in Property’s data:

<table>
<thead>
<tr>
<th>Status</th>
<th>Asset state</th>
<th>Used in</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Service</td>
<td>Deployed and in use</td>
<td>CI Status and Property Status</td>
</tr>
<tr>
<td>Surplus</td>
<td>In service and not currently in use - has not been retired</td>
<td>CI Status only</td>
</tr>
<tr>
<td>Retired</td>
<td>Not currently in use and has been disposed of appropriately</td>
<td>CI Status only</td>
</tr>
<tr>
<td>To Be Deleted</td>
<td>Items to be removed from the CMDB (e.g. duplicates or errors)</td>
<td>CI Status only</td>
</tr>
</tbody>
</table>

### LIST OF AREAS

The area entered in the CMDB for each CI item designates which campus area provides support for the item, not necessarily the area where the item is in use or stored.

<table>
<thead>
<tr>
<th>Area Acronym</th>
<th>Area Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Academic Affairs</td>
</tr>
<tr>
<td>ADV</td>
<td>University Advancement</td>
</tr>
<tr>
<td>AT</td>
<td>Academic Technology</td>
</tr>
<tr>
<td>BUS</td>
<td>College of Business</td>
</tr>
<tr>
<td>CCSC</td>
<td>Cesar Chavez Student Center</td>
</tr>
<tr>
<td>CEL</td>
<td>College of Extended Learning</td>
</tr>
<tr>
<td>COE</td>
<td>Graduate College of Education</td>
</tr>
<tr>
<td>COSE</td>
<td>College of Science and Engineering</td>
</tr>
<tr>
<td>CPDC</td>
<td>Capital Planning, Design and Construction</td>
</tr>
<tr>
<td>DOIT</td>
<td>Division of Information Technology</td>
</tr>
<tr>
<td>DPRC</td>
<td>Disability Programs and Resource Center</td>
</tr>
<tr>
<td>EMT</td>
<td>Enrollment Management Technology</td>
</tr>
<tr>
<td>ETHS</td>
<td>College of Ethnic Studies</td>
</tr>
<tr>
<td>Fiscal</td>
<td>Fiscal Affairs</td>
</tr>
<tr>
<td>HR</td>
<td>Human Resources</td>
</tr>
<tr>
<td>HSS</td>
<td>Health and Social Sciences</td>
</tr>
<tr>
<td>LCA</td>
<td>College of Liberal and Creative Arts</td>
</tr>
<tr>
<td>LIB</td>
<td>Library</td>
</tr>
<tr>
<td>PPD</td>
<td>Physical Planning and Development</td>
</tr>
<tr>
<td>RTC</td>
<td>Romberg Tiburon Center</td>
</tr>
<tr>
<td>SHS</td>
<td>Student Health Services</td>
</tr>
<tr>
<td>UPD</td>
<td>University Police Department</td>
</tr>
<tr>
<td>Building Acronym</td>
<td>Building Name</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>ADM</td>
<td>Administration</td>
</tr>
<tr>
<td>BH</td>
<td>Burk Hall</td>
</tr>
<tr>
<td>BUS</td>
<td>Business</td>
</tr>
<tr>
<td>CP</td>
<td>Central Plant</td>
</tr>
<tr>
<td>CCSC</td>
<td>Cesar Chavez Student Center</td>
</tr>
<tr>
<td>CCMP</td>
<td>Children's Campus</td>
</tr>
<tr>
<td>ECEC</td>
<td>Children's Center</td>
</tr>
<tr>
<td>CY</td>
<td>Corporation Yard</td>
</tr>
<tr>
<td>COX</td>
<td>Cox Stadium</td>
</tr>
<tr>
<td>CA</td>
<td>Creative Arts</td>
</tr>
<tr>
<td>DTC</td>
<td>Downtown Campus</td>
</tr>
<tr>
<td>EP</td>
<td>Ethnic Studies &amp; Psychology</td>
</tr>
<tr>
<td>FH1</td>
<td>Field House No. 1</td>
</tr>
<tr>
<td>FH2</td>
<td>Field House No. 2</td>
</tr>
<tr>
<td>FA</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>FLSF</td>
<td>Florence Hale Stephenson Field</td>
</tr>
<tr>
<td>GH1</td>
<td>Greenhouse No. 1</td>
</tr>
<tr>
<td>GH2</td>
<td>Greenhouse No. 2</td>
</tr>
<tr>
<td>GYM</td>
<td>Gymnasium</td>
</tr>
<tr>
<td>HH</td>
<td>Hensill Hall</td>
</tr>
<tr>
<td>HUM</td>
<td>Humanities</td>
</tr>
<tr>
<td>HSS</td>
<td>Humanities &amp; Social Science Building</td>
</tr>
<tr>
<td>LIB</td>
<td>J. Paul Leonard Library</td>
</tr>
<tr>
<td>MAL</td>
<td>Maloney Field</td>
</tr>
<tr>
<td>TNIS</td>
<td>Maloney Field</td>
</tr>
<tr>
<td>MPH</td>
<td>Mary Park Hall</td>
</tr>
<tr>
<td>MWH</td>
<td>Mary Ward Hall</td>
</tr>
<tr>
<td>L20</td>
<td>Parking Garage</td>
</tr>
<tr>
<td>PRESS</td>
<td>Press Box</td>
</tr>
<tr>
<td>RDC</td>
<td>Residence Dining Center</td>
</tr>
<tr>
<td>SCI</td>
<td>Science</td>
</tr>
<tr>
<td>SF</td>
<td>Softball Field</td>
</tr>
<tr>
<td>SHC</td>
<td>Student Health Center</td>
</tr>
</tbody>
</table>
SSB  Student Services Building  TIB36  Tiburon Building 36
ANX1  Temporary Annex 1  TIB39  Tiburon Building 39
ANX2  Temporary Annex 2  TIB49  Tiburon Building 49
T-K  Temporary Building K  TIB50  Tiburon Building 50
T-N  Temporary Building N  TIB53  Tiburon Building 53
T-O  Temporary Building O
T-P  Temporary Building P
T-Q  Temporary Building Q

LIST OF CI ATTRIBUTE FIELDS SORTED BY SOURCE AND FIELD NAME

To request additional CI attributes, submit a service request with the following categorization: Servers > Ticketing > CMDB.

USER DEFINED FIELDS THAT CAN BE EDITED

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
<th>Description</th>
<th>Data Type</th>
<th>Source</th>
<th>Sample data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area</td>
<td>Y</td>
<td>Area that provides support</td>
<td>List of area values</td>
<td>User</td>
<td>DOIT</td>
</tr>
<tr>
<td>Assignee Email</td>
<td></td>
<td>Full e-mail address of assignee of workstations and assigned equipment</td>
<td>Text</td>
<td>User</td>
<td><a href="mailto:jtolson@sfsu.edu">jtolson@sfsu.edu</a></td>
</tr>
<tr>
<td>CI Type</td>
<td>Y</td>
<td>Name associated with CI Type</td>
<td>Text</td>
<td>User</td>
<td>PC</td>
</tr>
<tr>
<td>Current Building</td>
<td></td>
<td>Building acronym</td>
<td>List of text values</td>
<td>User</td>
<td>ADM</td>
</tr>
<tr>
<td>Current Description</td>
<td>Y</td>
<td>Description of asset (used in CI Name)</td>
<td>Text</td>
<td>User</td>
<td>APPLE MACBOOK AIR 13 COMPUTER</td>
</tr>
<tr>
<td>Current Room</td>
<td></td>
<td>Room</td>
<td>Text</td>
<td>User</td>
<td>106</td>
</tr>
<tr>
<td>Current Serial Number</td>
<td>Y (Tag)</td>
<td>Serial number if no Tag or if Property Serial is incorrect</td>
<td>Key (for non-tagged items)</td>
<td>User</td>
<td>C02F51B1DDR</td>
</tr>
<tr>
<td>EUA Signed Date</td>
<td></td>
<td>Date End User Authorization signed</td>
<td>Date</td>
<td>User</td>
<td>02/22/2011 00:00:00</td>
</tr>
<tr>
<td>Manufacturer</td>
<td></td>
<td>Manufacturer name from list</td>
<td>List of text values</td>
<td>User</td>
<td>Apple</td>
</tr>
<tr>
<td>Model</td>
<td></td>
<td>Model name from list</td>
<td>List of text values</td>
<td>User</td>
<td>MacBook Air</td>
</tr>
<tr>
<td>Notes</td>
<td></td>
<td>Notes as needed</td>
<td>Text</td>
<td>User</td>
<td>Tag is wearing off</td>
</tr>
<tr>
<td>PC Type</td>
<td></td>
<td>PC Type from list</td>
<td>List of text values</td>
<td>User</td>
<td>Laptop</td>
</tr>
<tr>
<td>Sort</td>
<td></td>
<td>User defined sort field</td>
<td>Text</td>
<td>User</td>
<td>Help Desk</td>
</tr>
<tr>
<td>Status</td>
<td>Y</td>
<td>Asset Status in CMDB</td>
<td>List of text values</td>
<td>User</td>
<td>In Service</td>
</tr>
<tr>
<td>Warranty Expires</td>
<td></td>
<td>Date warranty expires - if not 3 years from acquisition date</td>
<td>Date</td>
<td>User</td>
<td></td>
</tr>
</tbody>
</table>
State Tag Number can be entered for tagged assets that have not been previously loaded

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
<th>Description</th>
<th>Data Type</th>
<th>Source</th>
<th>Sample data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition Date</td>
<td></td>
<td>Date asset acquired</td>
<td>Date</td>
<td>Property</td>
<td>02/04/2011 00:00:00</td>
</tr>
<tr>
<td>Asset Location</td>
<td></td>
<td>Location in property database</td>
<td>Text</td>
<td>Property</td>
<td>ADMIN_0106</td>
</tr>
<tr>
<td>Department ID</td>
<td></td>
<td>Dept ID at time asset was acquired</td>
<td>Text</td>
<td>Property</td>
<td>6035</td>
</tr>
<tr>
<td>Department Name</td>
<td></td>
<td>Dept Name at time asset was acquired</td>
<td>Text</td>
<td>Property</td>
<td>AVP, Div. of Info. Tech.</td>
</tr>
<tr>
<td>Model Number</td>
<td></td>
<td>Model</td>
<td>Text</td>
<td>Property</td>
<td>APPLE MACBOOK AIR 13 COMPUTER</td>
</tr>
<tr>
<td>PO Number</td>
<td></td>
<td>PO that was used to acquire asset if applicable</td>
<td>Text</td>
<td>Property</td>
<td>2044456465</td>
</tr>
<tr>
<td>Property Description</td>
<td></td>
<td>Property description</td>
<td>Text</td>
<td>Property</td>
<td>APPLE MACBOOK AIR 13 COMPUTER</td>
</tr>
<tr>
<td>Property Status</td>
<td></td>
<td>Property database asset status from list of statuses</td>
<td>List of text values</td>
<td>Property</td>
<td>In Service</td>
</tr>
<tr>
<td>Serial Number</td>
<td></td>
<td>Serial number entered by receiving</td>
<td>Text</td>
<td>Property</td>
<td>C02F51B1DDR4</td>
</tr>
<tr>
<td>State Tag Number</td>
<td>Y (or Serial)</td>
<td>State tag number from property database</td>
<td>Key (for tagged items)</td>
<td>Property</td>
<td>151482</td>
</tr>
<tr>
<td>Property Building</td>
<td></td>
<td>Property asset location translated to standard building names</td>
<td>List of text values</td>
<td>Property (transformed)</td>
<td>ADM</td>
</tr>
<tr>
<td>Property Room</td>
<td></td>
<td>Property asset location room component</td>
<td>Text</td>
<td>Property (transformed)</td>
<td>106</td>
</tr>
<tr>
<td>Field</td>
<td>Required</td>
<td>Description</td>
<td>Data Type</td>
<td>Source</td>
<td>Sample data</td>
</tr>
<tr>
<td>---------------</td>
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<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>CI ID</td>
<td>Y</td>
<td>Unique ID in CI Type</td>
<td>Integer</td>
<td>Auto</td>
<td>4772</td>
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</tbody>
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| CI Name       | Y        | CI Number + Current Description + Tag number                                 | Text      | Auto   | PC 69-4772
APPLE MACBOOK AIR
13 COMPUTER 151482 |
| CI Number     | Y        | CI Type + CI ID                                                              | Text      | Auto   | 69-4772                                                                     |
| Last Edit Date/Time | Y       | Date/time last edited (see History for more info)                            | Date      | Auto   | 06/27/2013 14:28:00                                                        |
| Last Edit User| Y        | SF State ID of who edited CI Item or batch update name                        | Text      | Auto   | Import [Property Data Load]                                                 |
| Submit Date/Time | Y       | Date/time created                                                            | Date      | Auto   | 06/24/2013 11:27:00                                                        |
| Submitter     | Y        | SF State ID or batch load name                                               | Text      | Auto   | Import [initial_load]                                                       |